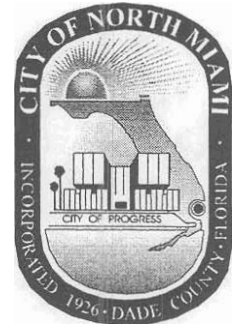


CITY OF NORTH MIAMI COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT



BOARD OF ADJUSTMENT (BOA) GENERAL REQUIREMENTS AND PROCEDURES APPLYING FOR A VARIANCE OR SPECIAL EXCEPTION USE

Please read the following information on the general requirements and procedures of the Board of Adjustment. Incomplete applications will not be accepted. For questions concerning the Board of Adjustment committee and application requirements and procedures, please contact the Community Planning and Development Department at 305-893-6511, extension 12171.

Board of Adjustment Members

The Board of Adjustment consists of current residents of North Miami who have been appointed by a member of the North Miami City Council.

Submittal Dates/Meeting Dates and Times

The Board of Adjustment shall meet on the third (3rd) Wednesday of each month (as needed) at 6:30pm in the City Council Chambers in City Hall, which is located at 776 NE 125 St. Unless told otherwise by the Planning Technician, all applicants must have a pre-conference with the Zoning Administrator to describe and explain the purpose the of the BOA request.

Board of Adjustment Procedure

1. Fill out the "Petition to Appear before the Board of Adjustment" which is included in this packet. Your Petition will not be processed unless your application is complete. The required attachments are listed on the following page.
2. The Petition and all attachments must be filed no later than 3:00pm on the day of the filing deadline in order to be placed on the Board of Adjustment meeting agenda for the following month. You must also pay the filing fee. The deadline dates and applicable fees are listed on the last page of the packet.
3. You will be contacted to pick up a Public Notice Sign 8-10 days prior to the Board of Adjustment meeting date. These signs must conspicuously posted on your property one week prior to the meeting and remain posted until final action by the City Council.
4. If your application is for a Special Exception Use for the Sale of Alcoholic Beverages or for a new business, you must also apply for an occupational license in the City Clerks Office.
5. The Board of Adjustment meetings start at 6:30 pm, and the City Council meetings start at 7:00 pm. Both are held in the City Council Chambers on the 2nd floor of City Hall, 776 NE 125 Street, North Miami, Florida. The meetings are open to the public. For additional information, call the Community Planning and Development Department at 305-893-6511, extension 12171. The department is located at 12400 NE 8 Avenue, North Miami, Florida 33161.
6. You must obtain a building permit from the Community Planning and Development Department within six months of approval of the variance or special exception use. **AFTER SIX MONTHS, THE APPROVAL BECOMES NULL AND VOID.**

REQUIRED DOCUMENTS:

- ___ Petition to Appear before the Board of Adjustment.
- ___ A letter of intent clearly explaining what it is you propose to do. If a business, include the type of business, the days and hours of operation, the number of employees on the largest shift and the square footage occupied by the business. All other applicants should include any information applicable to the request. All variance requests must include a statement of hardship, or what the hardship is that necessitates the variance request.
- ___ A notarized letter from the property owner (if applicable) stating knowledge and approval of the request.
- ___ A current survey of the property (**17** copies required), including the legal description.
- ___ A site plan of the property (**17** copies required), and if applicable a floor plan of the building, drawn to scale and depicting clearly the items that are subject to the variance or special exception request. The site plan will include the building and all the parking and landscaping, either existing or proposed. The floor plan will indicate the way the building will be used, for example, **as** a meeting room or office space, for retail sales, etc. Staff will assist you as necessary in determining the type of plans you will be required to submit.
- ___ A certified map and two sets of mailing labels indicating the names and address of property owners within a 500-foot radius of the subject property (for public notice requirements). A list of some of the companies that perform this service are:

Florida Real Estate Decisions (305)-757-6884
Real Estate Data Researcher (305)-207-1412

Lopez Data Research (305)-451-5502
Consuelo Quintana (305)-858-2287

SUBMITTAL OF AN APPLICATION

*Applications will not be processed unless all requirements have been submitted by the submittal deadline

Application Submittal Deadline	Board of Adjustment Hearing
January 27, 2006	February 15, 2006
February 24, 2006	March 15, 2006
March 31, 2006	April 19, 2006
April 28, 2006	May 17, 2006
May 26, 2006	June 21, 2006
June 30, 2006	July 19, 2006
July 28, 2006	August 16, 2006
August 25, 2006	September 20, 2006
September 29, 2006	October 18, 2006
October 27, 2006	November 15, 2006
November 24, 2006	December 20, 2006
December 29, 2006	January 17, 2006

All applications and fees shall be submitted in person between the hours of 7:30 a.m. 3:00 p.m. Monday – Thursday to:

Community Planning and Development Department, Building and Zoning
12400 Northeast 8th Avenue



DEVELOPMENT APPLICATION
COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT

Section 1: General Application Requirements
Section 2: Schedule of Application Fees

City of North Miami
Community Development Department
776 N.E. 125th Street
Miami, Florida 33161
(305) 893-6511
www.northmiamifl.gov

Section 1: General Requirements

Application #: _____

Project Name: _____

Development Application

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable).

DEVELOPMENT REQUEST – Check one type ONLY (Use separate applications if applicable)

<input type="checkbox"/> Abandonment/Vacation of Right-of-Way or Easement (SRC)	<input type="checkbox"/> Development of Regional Impact DRI	<input type="checkbox"/> Side Walk Café Permit (SRC)
<input type="checkbox"/> Administrative Variance (AV)	<input type="checkbox"/> Land Use Plan Map Amendment (PC)	<input type="checkbox"/> Site Plan (SRC)
<input type="checkbox"/> Appeal of Administrative Interpretation (BOA)	<input type="checkbox"/> Master Plan Development (SRC)	<input type="checkbox"/> Special Exception (BOA)
<input type="checkbox"/> Annexation (PC)	<input type="checkbox"/> Plat (SRC)	<input type="checkbox"/> Variance (BOA)
<input type="checkbox"/> Comprehensive Plan Text Amendment (PC)	<input type="checkbox"/> Plat Waiver (SRC)	<input type="checkbox"/> Zoning Code Amendment (PC)
<input type="checkbox"/> Conditional Use Permit (PC)	<input type="checkbox"/> Rezoning (PC)	Other _____

DEVELOPMENT/PROJECT NAME:

DEVELOPMENT/PROJECT ADDRESS OR LOCATION:

Legal Description (*attach separate sheet if necessary*):

All Tax ID Folio Numbers:

Project Narrative (Brief description)(Please attach as a separate sheet)

Residential Use(s)/Unit Type(s):	Site Area (sq. ft. & acres):
Number of Residential Units:	Existing Zoning Designation(s):
Non-Residential Use(s) (Type & sq. ft.):	Proposed Zoning Designation(s):
Current Use(s) of Property:	Existing Land Use Designation(s):
Proposed Use(s) of Property:	Proposed Land Use Designation(s):
Is the property platted? OR Book & Page: Plat Name: Is the property an existing legal lot of record? If No, please explain.	Will the plat be affected by this application? If yes, please explain. Is the property the subject of Code Enforcement Action? If yes, Code Enforcement Case No.:

PROPERTY OWNER NAME:		PROPERTY OWNER SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

CONTRACT PURCHASER NAME:		CONTRACT PURCHASER SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Copy of executed contract			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

TENANT NAME:		TENANT SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Copy of executed lease			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
 <u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

AGENT'S NAME:		AGENT'S SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
Will the applicant be represented by an attorney at public hearing(s)? <input type="checkbox"/> Yes (please provide contact information): <input type="checkbox"/> No			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
 <u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

[illegible]

****Please note that all incomplete applications submitted will be discarded after 60 days from date of submittal without notice.****

Section 2
Schedule of Application Fees

<u>Application</u>	<u>Fee</u>
<u>Abandonment of Right of Way</u>	<u>\$850.00</u>
<u>Additional Variance Requests</u>	<u>\$100.00</u>
<u>Administrative Variance</u>	<u>\$250.00</u>
<u>Administrative Variance Notice Fee</u>	<u>\$25.00</u>
<u>Annexation</u>	<u>\$45.00</u>
<u>Appeal of Administrative Interpretation</u>	<u>\$100.00</u>
<u>Conditional Use Permit</u>	<u>\$500.00</u>
<u>Continuation of an Agenda Item</u>	<u>\$100.00</u>
<u>Final Plat</u>	<u>\$400.00</u>
<u>Land Use Plan Amendment</u>	<u>\$1,500.00</u>
<u>Master Plan Development/ Non Residential</u>	<u>\$500 + \$20 per acre</u>
<u>Master Plan Development/ Residential</u>	<u>\$200 + \$1.00 per acre</u>
<u>Paint Review</u>	<u>\$100.00 Commercial Only</u>
<u>Publishing/ Noticing</u>	<u>\$250</u>
<u>Revisions to Site Plan</u>	<u>\$100.00</u>
<u>Rezoning</u>	<u>\$400.00</u>
<u>Side Walk Café Permit</u>	<u>Application Fee Waived. \$50 Annual Renewal</u>
<u>Signs (Public Notice)</u>	<u>\$50.00</u>
<u>Site Plan / Non Residential</u>	<u>\$400 + \$15 per 1,000 sq. ft. of building area</u>
<u>Site Plan/ Residential</u>	<u>\$200 + \$15 per 1,000 sq. ft. of building area</u>
<u>Special Exception</u>	<u>\$500.00</u>
<u>Substantial Compliance Review</u>	<u>\$100.00</u>
<u>Tentative Plats</u>	<u>\$400.00</u>
<u>Tree Removal</u>	<u>\$75.00 + \$10.00 per acre</u>
<u>Variance Due to Violation (Additional)</u>	<u>\$100.00</u>
<u>Variance/ Commercial</u>	<u>\$450.00</u>
<u>Variance/ Residential</u>	<u>\$250.00</u>
<u>Waiver of Plat</u>	<u>\$400.00</u>

Please note that all application fees submitted are non-refundable.